

1.19	Training Requirements for Acquired Brain Injury Support Coordinators (QBIP)	Page 1 of 2
Authorizing Utah Code: 62a-5-103	Rule: None	Division Staff
Issue date: 9/04	Revision date: n/a	
Form(s): None	Guideline(s): None	

Qualified ABI **Support Coordinators (QBIP)** shall possess at least a Bachelors degree in nursing, behavioral science or a human services related field such as social work, sociology, special education, rehabilitation counseling, or psychology. The QBIP demonstrate competency relating to the planning and delivery of health services to the Acquired Brain Injury population through successful completion of a training and testing program approved by the State Medicaid Agency.

In addition to the requirements outlined in Directive 1.18, ABI **Support Coordinators (QBIP)** must complete the following:

By the end of 30 days, each new QBIP shall complete study of Modules I and II in the ABI Training Manual (QBIP).

By the end of 60 days, the employee shall complete study of Module III in the ABI Training Manual.

By the end of 90 days, each new QBIP shall complete study of Module IV. Module IV will be completed only under **Supervisor** direction until the **QBIP** demonstrates the skills necessary to complete the Intake Screening and Assessment **Form 4-1** after completing the study of the:

- ABI Training Manual (QBIP), and
- successfully passing the ABI Support Coordinator Certification Questionnaire (QBIP)

Within the first year of employment, the QBIP shall have Modules 5-10 completed and must pass the ABI **Support Coordinator Certification Questionnaire (QBIP)**.

In the second and following years of employment, employees shall attend a minimum of 30 hours of annual advanced training to maintain **Division (QBIP)** certification. For QBIPs, this means 10 hours of ABI Specific Training, and 20 hours of training in the field of DD/MR, social work, psychology, etc. Advanced training is selected under the advisement of the employee's **Supervisor**. Advanced training may include **ABI Support Coordination** training, **Division** conferences, and other pre-approved professional conferences.

PROCEDURES

1. New ABI **Support Coordinators** shall be provided with the ABI Training Manual.
2. The training **Specialist** shall coordinate **ABI Support Coordination (QBIP)** Certification Training sessions.
3. **Division** QBIP Certification must be attained within the first year of hire and prior to leaving probation. QBIP Certification includes:
 - A. completion of the ABI Training Manual,
 - B. completion of **Division** and **Department** New Employee Orientation (for new employees),

- C. completion of the **Support Coordination** Certification Training by passing the tests.
 - D. successfully passing the ABI **Support Coordinator** Questionnaire.
5. **Supervisors** shall not award an overall satisfactory or exceptional performance rating to an employee unless certification is attained within one year of hire and maintained thereafter.